

**Baldwin County Public Schools**  
**Internet Publishing Guidelines and Permission Form**



**Dear Parent(s)/Guardian(s) of a *High School* student:**

Our high school's web page is a valuable tool in communicating events, awards, and general news. At times, we may want to recognize student accomplishments or post exemplary student work for a global audience to view. Schools typically publish information to the school website similar to events one finds in the local newspaper.

The following guidelines will govern these web site posts:

1. **High School Students' Images\*:** Permission is not required to post photographs or video of 5+ high school students in which students' names are *not* listed. *With a signed permission form in place*, first and last names of a student can be used in an article with a corresponding photograph or video, but should be limited to a particular award, distinction, or event.  
(\*If a student's face is not visible or distinguishable, permission is not required as the "image" is more generic.)
2. **High School Students' Names:** *Permission forms are not required to list first and last names of K-12 students in text only articles on the website.* Student names are used in recognition of awards or distinctions. We typically don't name students when depicting generic school scenes.
3. **High School Students' Works/Creations:** *A permission form must be in place to publish a student's work from class (e.g., a poster or drawing) to the school website.* Use of the student's name is governed as stated above.

Please check the appropriate box below related to each of the three guidelines posted above. This form should be completed and returned to your child's school. Your decision can be changed at any time upon your in-person request to the school. This form will need to be completed again if/when your child moves to a different local school. *If a form is not on file for your child, the assumed "values" default to the most stringent (i.e., "No", "Yes", and "No" respectively to the questions below).*

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**Yes**   **No**

I grant permission for photographs or video of \_\_\_\_\_ to be  
(Print student's name above)  
published on the school web page according to the guidelines outlined above.

I permit \_\_\_\_\_'s name to be used in text-only articles on the site.  
(Print student's name above)

I permit the class work of \_\_\_\_\_ to be published on the  
(Print student's name above)  
school web page according to the guidelines outlined above.

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_